

Minimum Qualification Specification
for the Classes:

STATE PARKS ASSISTANT ADMINISTRATOR
(STATE PARKS ASSISTANT ADMR)

STATE PARKS ADMINISTRATOR

Basic Education/Experience Requirement:

Graduation from an accredited college or university.

Substitution of Experience for Education: Any administrative, professional, technical, investigational or other responsible work experience which required a high degree of analytical skill may be substituted for the required Education on a year-for-year basis.

Experience Requirement:

Except for the substitutions provided below, applicants must have had the type of experience described in the paragraphs immediately following, and in the amounts shown in the table below:

| Class Title | Specialized Experience (years) | Supervisory Experience (years) | Administrative Experience (years) | Total Exper. (years) |
|----------------------------|--------------------------------------|--------------------------------------|---|----------------------------|
| State Parks Assistant Admr | 5 | 1 | 0 | 6 |
| State Parks Administrator | 5 | 1 | 1 | 7 |

Specialized Experience: Work experience in one or any combination of the following:

1. Responsibility for the operation and maintenance of a park or other recreational or conservation areas which included general construction, maintenance and repair of its grounds, utilities, equipment and facilities; public relations such as providing historical or botanical/wildlife information to visitors; and application of its rules, regulations and policies.
2. Professional, technical, administrative, investigational, or other responsible work experience which required knowledge of the management and operations of parks or other recreational or conservation areas.

3. Work experience which involved the planning or design of the construction, operation and maintenance, or conservation of parks or other recreational or conservation areas.

Supervisory Experience: Work experience which included the responsibility for activities such as establishing work methods and procedures; planning, scheduling and reviewing the work of others; preparing cost estimates for labor, equipment and materials; and maintaining records and reports of cost, supply, equipment and personnel data.

Administrative Experience: Work experience in the administration, or assistance in the administration of an organizational segment and its work program with responsibility for, or participation in, such functions. or activities as planning, organizing, staffing, directing, coordinating, reporting and budgeting.

Substitutions Allowed:

Substitution of Training for Experience: Possession of a master's degree from an accredited college or university with a major in forestry, parks management, wildlife management, agriculture, architecture, landscape architecture, engineering or a closely related field may be substituted for two years of the required Specialized Experience.

Substitution of Administrative Experience for Supervisory Experience: Excess Administrative Experience of the type and quality described above may be substituted for the required Supervisory Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the classes State Parks Administrator and Assistant State Parks Administrator approved on September 3, 1982.

DATE APPROVED:

7/29/08

Charles J. Dabata

for MARIE C. LADERTA

Director of Human Resources Development